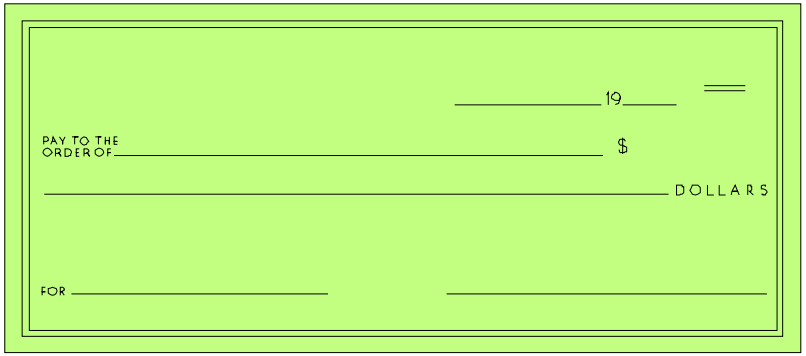
Southeast Regional Contracting Office
Government Purchase Card Program

REFRESHER TRAINING

Presented by SERCO



Southeast Regional Contracting Office
Government Purchase Card Program

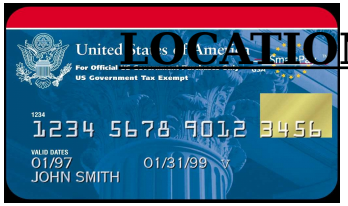
AGENCY/ORGANIZATION PROGRAM COORDINATORS (A/OPCs):

LAURIE RIMMER 706-787-4309

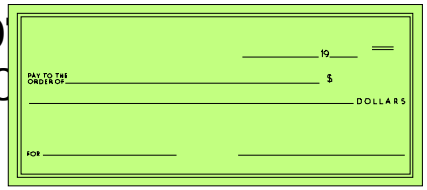
ALBERT RUMPH 706-787-2375

WANDA GRAEFF 706-787-7676

TEAM LEADER: ANA MARIA BONER 706-787-7570



LOCATION: BUILDING 39706, 40
FORT GORDO
30905



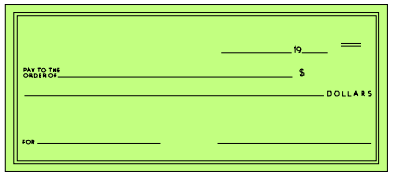
Southeast Regional Contracting Office
Government Purchase Card Program
Overview

TYPES OF CREDIT CARD PROGRAMS

TRAVEL—Travel related expenses

FLEET—Government-owned vehicles

PURCHASE CARD—Supplies and services



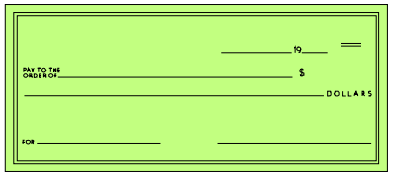
Southeast Regional Contracting Office
Government Purchase Card Program
Overview

PROGRAM MANAGEMENT

SERCO is Responsible for Program Management

In Coordination with Comptroller on Related Finance and Accounting Policy Issues

POCs have been established at each MTF



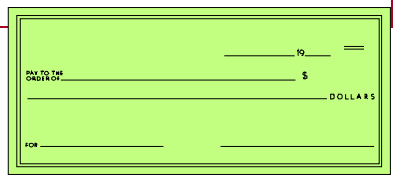
Southeast Regional Contracting Office
Government Purchase Card Program
Overview

PURPOSE

Preferred Method of Payment for Goods and Services of Non-recurring Requirements Less Than $2500.00

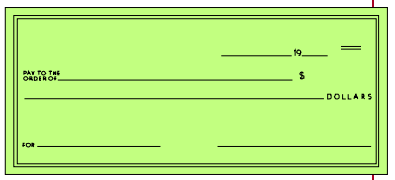
Mandatory Method of Payment for Office Supplies

Reduces Cost for Processing Transactions Equal or Less Than $2500.00



Southeast Regional Contracting Office
Government Purchase Card Program
Overview

Fiscal Year	Actions	Dollars
01	67,493	$30.2M
02	63,836	$26.4M
03	62,625	$31.0M
04	68,994	$33.7M



Southeast Regional Contracting Office
Government Purchase Card Program
References

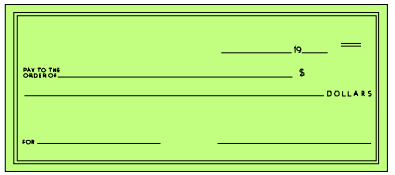
DA, MEDCOM AND SERCO SOPS

WEB ADDRESS: http://serco.amedd.army.mil/

UNDER: PURCHASE CARD PROGRAM

NOTE: Download and save to your desk top for reference.

FAR WEB ADDRESS: http://arnet.gov/



Southeast Regional Contracting Office
Government Purchase Card Program
Mandatory Sources

FAR PART 8, PROVIDES ORDER OF PRIORITY FOR SUPPLY PURCHASES

Agency Inventory
Excess From Other Agencies
Federal Prison Industries, Inc (UNICOR)
National Industries for the Blind or Severely Disabled (NIB/NISH)
Wholesale Supply Sources (GSA, DLA, VA)
Mandatory Federal Supply Schedules
Optional Federal Supply Schedules
Commercial Sources

NOTE: Part 8 also provides order of priority for Services.

Southeast Regional Contracting Office
Government Purchase Card Program
Mandatory Sources

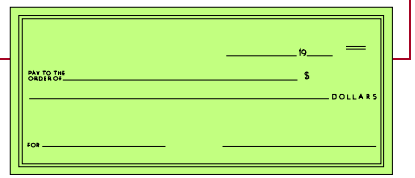
UNICOR

Products may be procured "open market" if market research determines that the UNICOR product is not comparable to that product available from the private sector in—

Terms of price

Quality

Time of delivery



Southeast Regional Contracting Office
Government Purchase Card Program
Mandatory Sources

JWOD is a Public Law Requiring Federal Employees to Buy from Nonprofit Agencies, Employing the Blind or Severely Disabled

JWOD Program Creates Jobs and Training for Disabled Individuals through Federal Purchases of Supplies and Services

JWOD IS MANDATORY

JWOD

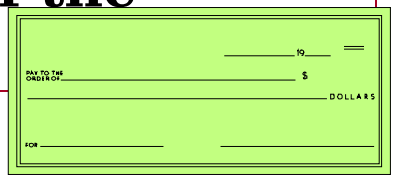
Southeast Regional Contracting Office
Government Purchase Card Program
Mandatory Sources

GOVERNMENT PRINTING (Reference FAR 8.8)

Mandatory Source for Printing is the Defense Automated Printing Service

No Other Printing Service Allowed Without a Waiver from the Printing Control Officer

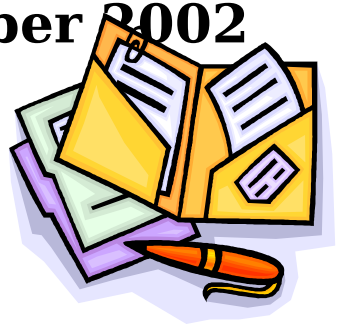
Government Printing **is the Printing, Binding and Blank Bookwork for the Use of the Government**



Southeast Regional Contracting Office
Government Purchase Card Program
Mandatory Sources

BLANKET PURCHASE AGREEMENT – OFFICE SUPPLIES

DA DIRECTIVE – Dated 26 September 2002



Mandatory Use of DOD Electronic Mall (EMALL) for Office Supplies (FSG 75 ONLY)

DoD EMALL

Southeast Regional Contracting Office
Government Purchase Card Program
Mandatory Sources

ELECTRONIC MALL (EMALL) –

Access at _WWW.EMALL.DLA.MIL

Apply for User Access and Password

Search Product Availability

Save Shopping Lists

Rotate Vendors

DoD EMALL

Southeast Regional Contracting Office
Government Purchase Card Program
Mandatory Sources

EXCEPTIONS—

Unable to Satisfy Urgent Delivery Requirements

Unable to Meet Minimum or Maximum Order Limitations

Outside the Area of Geographical Coverage

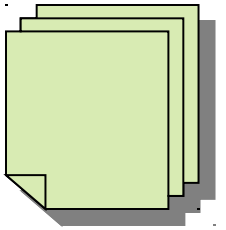
Use Self Service Supply

No Exception to Use of JWOD!!

DoD EMALL

Southeast Regional Contracting Office
Government Purchase Card Program
Mandatory Sources

DOCUMENT…DOCUMENT…DOCUMENT….



Document “Exceptions”

Document “EMALL Information”

Use “Edit Memo” Button in the EMALL to Request Invoice

Maintain Confirmation of Order for File

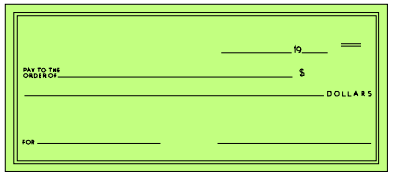
D O C U M E N T

Southeast Regional Contracting Office
Government Purchase Card Program
Cardholder Responsibilities

USE "FOR OFFICIAL USE ONLY"

REMEMBER: YOU hold a "Public Trust" and Must Act Ethically and within the Constraints of Laws and Regulations

AUTHORIZE "NO ONE" TO USE YOUR CARD OR ACCOUNT NUMBER



Southeast Regional Contracting Office
Government Purchase Card Program
Cardholder Responsibilities

FOLLOW ACQUISITION REGULATIONS

Micro Purchase Supply/Service of =/< $2500.00

Construction Shall Not Exceed $2000.00

Mandatory Sources

Southeast Regional Contracting Office
Government Purchase Card Program
Cardholder Responsibilities

- **ENTER LOG OF CREDIT CARD PURCHASES (BOTH MANUAL AND C.A.R.E.)**

Assigned Order Number
Vendor Name
Transaction Date
Item Description
Total Cost
Individual With Whom The Order Was Placed
Requestor/Recipient of Item (Activity, Clinic, Individual)

CARE **&** **MANUAL**

Southeast Regional Contracting Office
Government Purchase Card Program
Cardholder Responsibilities

OBTAIN ALL APPROVALS AND POST TO FILE

Property Book Officers (Document Accountable Property Items in File)

Information Management

Library (for Books Over $100) (See AR 735-17)

Medical Maintenance

Approving Official

NOTE: Medical items should be processed via the supply account through DMLSS.

Southeast Regional Contracting Office
Government Purchase Card Program
Cardholder Responsibilities

DOCUMENT EACH TRANSACTION

FILE

1. **Requestor**

2. **Prior Approval from Approving Official**

3. **Vendor's <u>Itemized</u> Invoice or <u>Priced</u> Packing List**
   and/or Customer's Copy of the Charge Slip

4. **Receiving—Have someone other than CH**

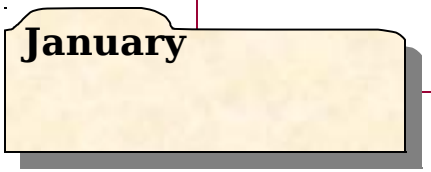
Southeast Regional Contracting Office
Government Purchase Card Program
Cardholder Responsibilities

TRANSACTION FILE

Equals all documentation supporting "1" purchase

Organize by statement (Transaction Detail Report available via C.A.R.E.)

File by cycle--Example: January cycle runs 24 Dec – 23 Jan



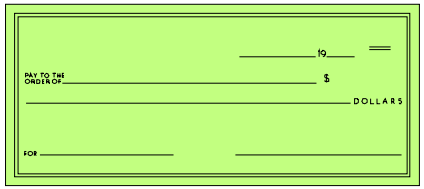
Southeast Regional Contracting Office
Government Purchase Card Program
Cardholder Responsibilities

- **RECONCILE ACCOUNT IN C.A.R.E. WITHIN 2 DAYS OF THE CYCLE CLOSING (23RD OF EACH MONTH)**

Review and Reconcile Transactions

Dispute Fraudulent Charges and Report to US Bank,
AO, and A/OPC

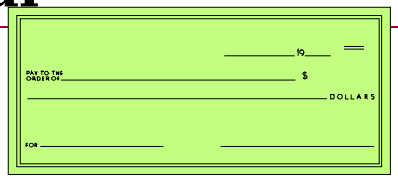
Approve Statement



Southeast Regional Contracting Office
Government Purchase Card Program
Approving Official Responsibilities

ESTABLISH INTERNAL MANAGING ACCOUNT PROCEDURES

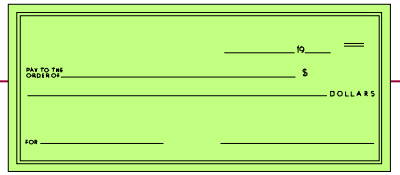
- **Pre Approval**
- **Separation of Duties (Purchaser/Receiver)**
- **Quarterly Review Cardholder Spending Limits**
- **Identify Who Will Maintain/Retain Account**
- **Identify an Alternate Approving Official**



Southeast Regional Contracting Office
Government Purchase Card Program
Approving Official Responsibilities

INCORPORATE PURCHASE CARD DUTIES INTO CARDHOLDERS AND APPROVING OFFICIAL PERFORMANCE STANDARDS

EXAMPLE: "Performs duties of cardholder/approving official IAW established policy, procedures, and guidelines"



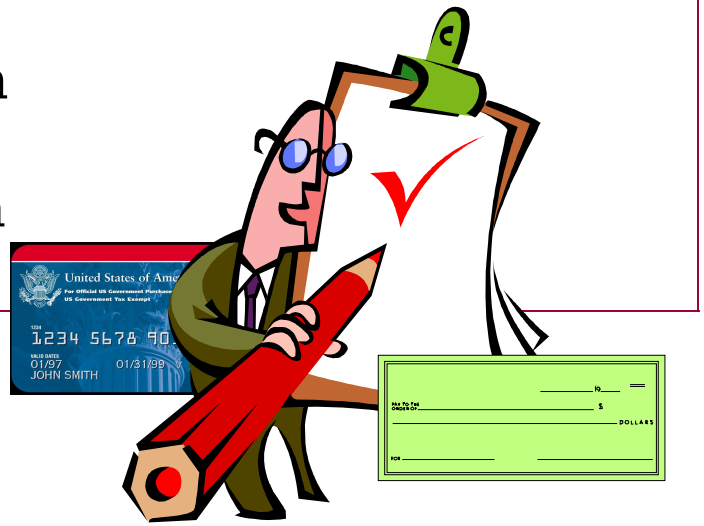
Southeast Regional Contracting Office
Government Purchase Card Program
Approving Official Responsibilities

REVIEW EACH CARDHOLDER'S STATEMENT OF ACCOUNT FOR ACCURACY ENSURING EACH TRANSACTION—

Meets the Legal Requirements for Authorized GPC Transactions

Has Complete Documentation

Has Adequate Documentation



Southeast Regional Contracting Office
Government Purchase Card Program
Approving Official Responsibilities

APPROVE/CERTIFY YOUR MANAGING ACCOUNT

- **C.A.R.E. (EDI) Accounts within 5 Days of the Cycle Closing**

  Manual Accounts within 15 Days (NON-EDI)

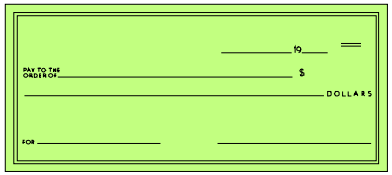
  Act on Behalf of the Cardholders when Needed in Reconciling Account

REMEMBER: MEDCOM CYCLE ENDS 23RD OF EACH MONTH

Southeast Regional Contracting Office
Government Purchase Card Program
Approving Official Responsibilities

MONITOR DELINQUENCIES AND PREVENT INTEREST

DELINQUENCY	ACTION
60 Days	All CHs suspended
180 Days	Entire MTF
2 in 12-month period	Permanent closure



Southeast Regional Contracting Office
Government Purchase Card Program
Approving Official Responsibilities

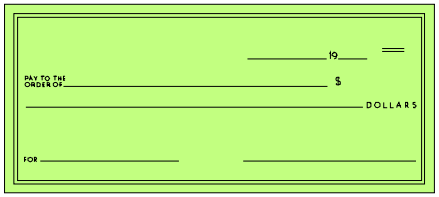
MAINTAIN DOCUMENTATION FOR SIX YEARS AND THREE MONTHS

Approving Official's Statement of Account

Cardholder's Full Transaction Detail Report

Individual Transaction Receipts/Invoices

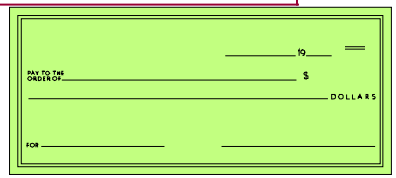
Documentation of Approvals



Southeast Regional Contracting Office
Government Purchase Card Program
Approving Official Responsibilities

NOTIFY THE SERCO A/OPC OF ACCOUNT CHANGES

- **Closures**
- **Name Changes**
- **Increases to Spending Limits**
- **Decreases to Spending Limits**

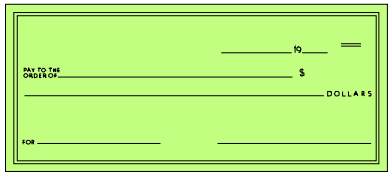


Southeast Regional Contracting Office
Government Purchase Card Program
Approving Official Responsibilities

ESTABLISH PROCEDURES FOR TRACKING PAY AND CONFIRM—Process of certifying payment before items are received—advance paying

Cardholders	**CONFIRM with vendor that item has shipped**
	RECONCILE charge, annotating non-receipt
AO	**CERTIFY FOR PAYMENT**
	FLAG transaction to ensure delivery

NOTE: Must have delivery within 45 days of the original invoice; otherwise dispute

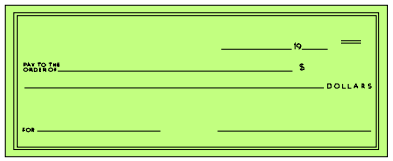


Southeast Regional Contracting Office
Government Purchase Card Program
Lost or Stolen

SAFEGUARD ACCOUNT

Protect Card, Documentation, Bank Access Codes

Report Lost or Stolen Card to US Bank @ 888-994-6722
and Notify AO and A/OPC within 24 Hours



Southeast Regional Contracting Office
Government Purchase Card Program
Rebates

HIGH VISIBILITY AND MONITORING

D O D

D A

M E D C O M

E G I O N

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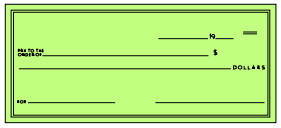


M T F

Southeast Regional Contracting Office
Government Purchase Card Program
US Bank Rebates

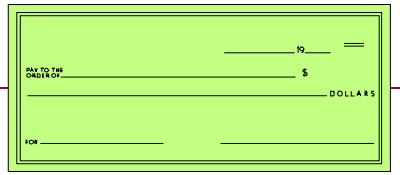
REBATES ARE THE BANK'S REWARD FOR EARLY PAYMENT

EARNED THROUGH EARLY CERTIFICATION AND EARLY PAYMENT

DOLLAR VALUE BASE ON—

OVERALL TURN AROUND

AL DOLLARS SPENT



Southeast Regional Contracting Office
Government Purchase Card Program
Manufacturer Rebates

MANUFACTURER REBATES

Are property of the US Government

Shall be made out to the US Treasury not the cardholder

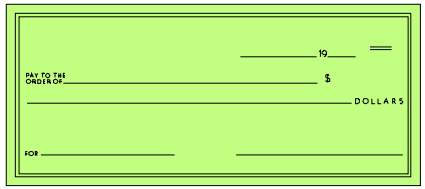
NOTE: Property offered in lieu of rebate belongs to the US government

Southeast Regional Contracting Office
Government Purchase Card Program
Disputes

MOST COMMON DISPUTES

1. **Items billed but not received**
2. **Alteration of transaction amount**
3. **Unauthorized or duplicate charges**

ALWAYS ATTEMPT TO RESOLVE DISPUTES WITH THE VENDOR 1ST



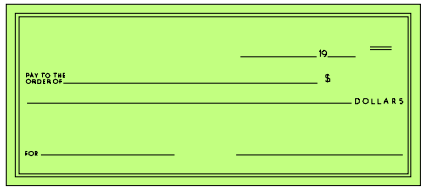
Southeast Regional Contracting Office
Government Purchase Card Program
Disputes

AFTER ALL ATTEMPTS TO RESOLVE—DISPUTE

Dispute within 60 days (after 60 days you lose the right to dispute IAW contract with US bank)

Cardholder statement of question item (CSQI) is automatically generated—complete

Provide copy of CSQI to SERCO A/OPC @ DSN 773-2375



Southeast Regional Contracting Office
Government Purchase Card Program
Disputes

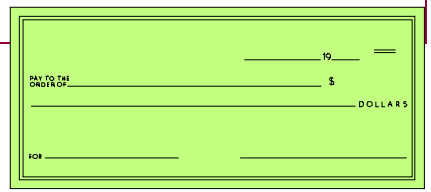
US BANK WILL—

Research the Claim

Notify YOU of the Result

If Finding is in Your Favor, Your Account Will Be Credited

NOTE: DO NOT DISPUTE freight, shipping, handling charges, and sales tax.



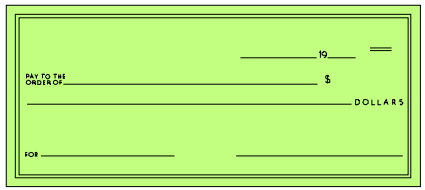
Southeast Regional Contracting Office
Government Purchase Card Program
Convenience Checking Accounts

CONVENIENCE CHECKS

Provided through a GSA contract with US Bank

For purchases under $2500.00 where the Government purchase card is <u>NOT ACCEPTED</u>

=



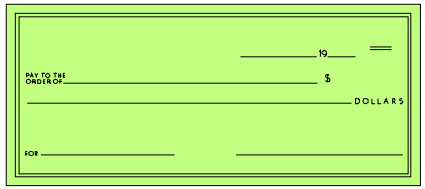
Southeast Regional Contracting Office
Government Purchase Card Program
Convenience Checking Accounts

JUST LIKE THE PURCHASE CARD, CHECKS REQUIRE—

PRIOR APPROVAL

SUPPORTING DOCUMENTATION

C.A.R.E. ENTRY



Southeast Regional Contracting Office
Government Purchase Card Program
Convenience Checking Accounts

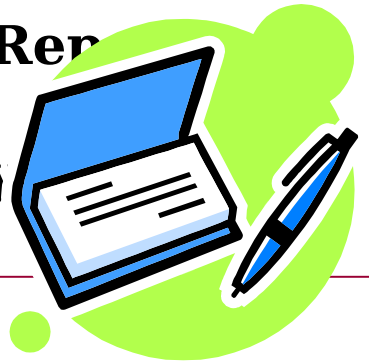
CHECKS DIFFER FROM PURCHASE CARD

Check writers must have a check writing recordkeeping system

Checks are subject to a 1.7% processing fee (of the face value of the check)

Checks are subject to the 1099M Tax Rep System

(Check writers must register in this sy



Southeast Regional Contracting Office
Government Purchase Card Program
Convenience Checking Accounts

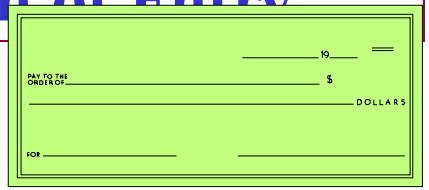
1099M TAX REPORTING SYSTEM

1099M Tax Reporting Application at:
https://dfas4dod.dfas.mil/systems/1099

Report Services, Rent, And Medical Payments

Enter by 1 January (Recommend Check Writers Enter Actions as They Place Them)

Print 1099M Entry as Documentation of Entry



Southeast Regional Contracting Office
Government Purchase Card Program
Payment Cards

PAYMENT CARDS

Issued For Payment Up to $25,000.00

Separate and Different Card From Purchase Card

Restricted to Government Awarded Contracts (utilize GSA Advantage)

Require Approval of Department Director and Chief, SERCO

Southeast Regional Contracting Office
Government Purchase Card Program
Payment Cards

ORDER PROCESS

Have A Legitimately Funded Requirement or Need

Compare 3 Established Government Contracts/Agreements

Rotate Between the Established Government Contracts/ Agreements (Unless Sole Sourced)

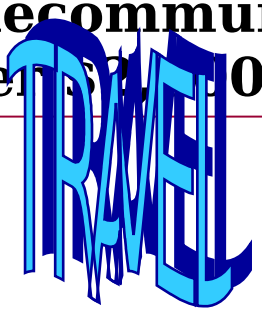
Document File

Submit Report of Dollars and Actions to SERCO on 1st of Each Month

Southeast Regional Contracting Office
Government Purchase Card Program
Prohibited Items or
Items Requiring Pre-Approval

See DA and SERCO SOPs, Appendix D

Cash Advances **Travel Related Purchases**
Fuel **Rental or Lease of Land and Buildings**
Repair of Leased Vehicles **Gifts/mementoes**
Telecommunication Systems **Construction Services**
over $2,500



Southeast Regional Contracting Office
Government Purchase Card Program
Prohibited Items or Items Requiring Pre-Approval

Food	**Appropriated funds are not available to pay for**
food or refreshments (Limited Exceptions:	**An event may qualify for appropriated funding if certain requirements are satisfied and documented**

Southeast Regional Contracting Office
Government Purchase Card Program
Prohibited Items or
Items Requiring Pre-Approval

Personal Purchases Government	**Cardholders are prohibited from purchasing items for personal convenience/not for official use, to include all appliances, handheld/portable electronic devices, clothing, and seasonal decorations.**
	Limited Exception: If deemed proper by the agency official, usually an O-6 or above, as mission essential and a necessary expense of operating a facility, this may be considered an exception. Mission essential items must be documented and secured in the office at

Southeast Regional Contracting Office
Government Purchase Card Program
Prohibited Items or Items Requiring Pre-Approval

Bottled Water
Services

Cardholders are prohibited from purchasing bottled water service with their purchase card

Limited Exception: If an agency has a report, from an outside water-testing agency, determining that the drinking water is harmful if consumed

Motor Vehicle,

Cardholders are prohibited from entering into

Southeast Regional Contracting Office
Government Purchase Card Program
Prohibited Items or
Items Requiring Pre-Approval

Trophies, Awards, Plaques, and Mementos

Cardholders are prohibited from purchasing give-away items for hails and farewells.

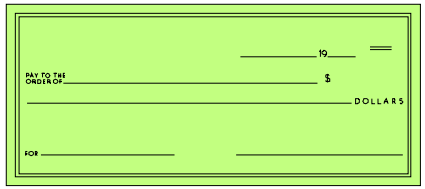
Limited Exception: Give-away items in support of employee recognition programs or by recruiters may be authorized if accomplished within authorizing regulation or an approved awards program

Southeast Regional Contracting Office
Government Purchase Card Program
Prohibited Items or Items Requiring Pre-Approval

Business Cards	**Cardholders are not authorized purchase business cards** **Limited Exceptions: May be printed using existing software and agency-purchased card stock**
Hazardous Material	**Purchases of hazardous/dangerous materials must be approved by the local authority**

Southeast Regional Contracting Office
Government Purchase Card Program
Prohibited Items or
Items Requiring Pre-Approval

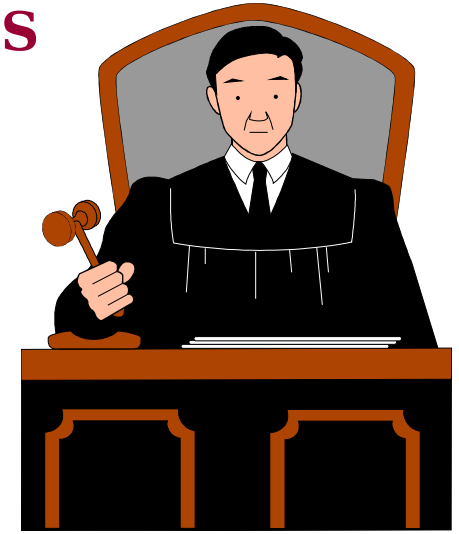
Split Purchases — **Splitting is the "intentional" breaking down of a known requirement to stay within a threshold (the $2500 micro-purchase threshold) or to avoid having to send the requirement to the contracting office.**



Southeast Regional Contracting Office
Government Purchase Card Program
Accountability

APPROVING OFFICIALS CAN BE HELD FINANCIALLY LIABLE for ERRONEOUS PAYMENTS RESULTING FROM THEIR NEGLIGENT PERFORMANCE OF DUTY

CARDHOLDERS CAN BE HELD LIABLE FOR ALL NON-GOVERNMENT TRANSACTIONS



Southeast Regional Contracting Office
Government Purchase Card Program
Accountability

MILITARY CAN BE HELD ACCOUNTABLE VIA

COUNSELING
ADMONISHMENT
REPRIMAND
NONJUDICIAL PUNISHMENT (ARTICLE 15)
CIVIL ENFORCEMENT ACTION
PECUNIARY LIABILITY
CRIMINAL PROSECUTION IN CIVILIAN COURT

Southeast Regional Contracting Office
Government Purchase Card Program
Accountability

CIVILIAN EMPLOYEES CAN BE DISCIPLINED UNDER THE FOLLOWING GUIDE:

1ST OFFENSE	**LETTER OF COUNSELING TO REMOVAL**
2ND OFFENSE	**14-DAY SUSPENSION TO REMOVAL**
3RD OFFENSE	**30-DAY SUSPENSION TO REMOVAL**

Southeast Regional Contracting Office
Government Purchase Card Program
Application Procedures

APPLICATION

APPROVING OFFICIAL/ CARDHOLDER

RESOURCE MANAGEMENT

GPC ACCOUNT

ACCOUNTING

SERCO

Southeast Regional Contracting Office
Government Purchase Card Program

Application Procedures

SUBMIT THROUGH THE RMO POC TO THE A/OPC

1. – NOMINATION:

For approving official or alternate, memorandum from the command/director level nominating

For cardholder, memorandum from the AO nominating cardholder to include—

Justification for account

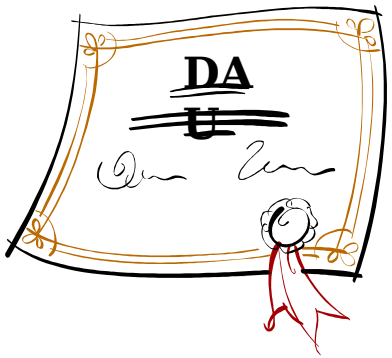
Type of actions to be procured

Southeast Regional Contracting Office
Government Purchase Card Program
Application Procedures

2. PROOF OF TRAINING

8-HOUR CLASSROOM

DAU CERTIFICATES



Southeast Regional Contracting Office
Government Purchase Card Program
Application Procedures

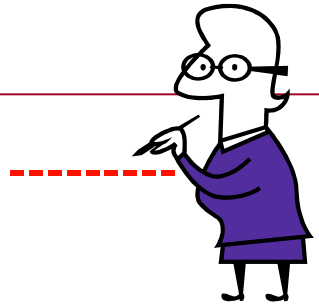
3. COMPLETED APPLICATION

- **Name, Office Address, Work Telephone Number**

  Single Purchase/Monthly Limits

  Approving Official and Managing Account Number for Cardholders

NOTE: Provide past accounts held by nominee and the issuing office for that account



Southeast Regional Contracting Office
Government Purchase Card Program

Application Procedures

NOTE: Applications for Approving Official must Include "1" Verification Question, I.E.,

Mother's maiden name _____

Child's name _____

Pet's name _____

Favorite sport's team _____

Southeast Regional Contracting Office
Government Purchase Card Program
Application Procedures

THE RMO POC WILL

ASSIGN THE APPROPRIATE ACCOUNT DATA

FORWARD ENTIRE APPLICATION PACKAGE TO THE SERCO

THE A/POC WILL

REVIEW THE APPLICATION PACKAGE FOR COMPLETENESS

VALIDATE SPAN OF CONTROL

ESTABLISH THE ACCOUNT

Southeast Regional Contracting Office
Government Purchase Card Program
Application Procedures

- **APPROVING OFFICIAL'S RECEIVE: APPOINTMENT AND ACKNOWLEDGEMENT AND DD FORM 577 (These must be signed and returned to SERCO before we release password and userid)**

CARDHOLDER'S RECEIVE: CARD, DELEGATION, AND ACKNOWLEDGEMENT (Acknowledgement must be signed and returned to SERCO)

SERCO: WILL FAX DD FORM 577 AND ACKNOWLEDGEMEN TO DFAS INDY

RMO: MUST FORWARD ORIGINAL DD FORM 577 TO DFAS INDY

Southeast Regional Contracting Office
Government Purchase Card Program

QUESTIONS???